

Item No. 126**TOWN OF LAUDERDALE-BY-THE-SEA****AGENDA ITEM REQUEST FORM****ADMINISTRATION**

Department Submitting Request

**John Olinzock**

Dept Head's Signature

<u>Commission Meeting Dates</u>	<u>Last date to turn in to Town Clerk's Office</u>	<u>Commission Meeting Dates</u>	<u>Last date to turn in to Town Clerk's Office</u>	<u>Commission Meeting Dates</u>	<u>Last date to turn in to Town Clerk's Office</u>
<input type="checkbox"/> Nov 10, 2009	Oct. 30 (5:00 p.m.)	<input type="checkbox"/> Jan 26, 2010	Jan 15 (5:00 p.m.)	<input type="checkbox"/> March 23, 2010	Mar 12 (5:00 p.m.)
<input type="checkbox"/> Dec 1, 2009	Nov 20 (5:00 p.m.)	<input type="checkbox"/> Feb 9, 2010	Jan 29 (5:00 p.m.)	<input type="checkbox"/> April 13, 2010	April 2 (5:00p.m.)
<input type="checkbox"/> Dec 8, 2009	Nov 25 (5:00 p.m.)	<input type="checkbox"/> Feb 23, 2010	Feb 12 (5:00 p.m.)	<input checked="" type="checkbox"/> April 27, 2010	April 16 (5:00p.m.)
<input type="checkbox"/> Jan 12, 2010	Dec 31 (5:00 p.m.)	<input type="checkbox"/> Mar 9, 2010	Feb 19 (5:00p.m.)	<input type="checkbox"/> May 11, 2010	April 30 (5:00p.m.)

NATURE OF AGENDA ITEM

- | | | |
|--|---|--|
| <input type="checkbox"/> Presentation | <input type="checkbox"/> Resolution | <input type="checkbox"/> New Business |
| <input type="checkbox"/> Report | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Manager's Report |
| <input checked="" type="checkbox"/> Consent Agenda | <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Attorney's Report |
| <input type="checkbox"/> Bids | <input type="checkbox"/> Old Business | <input type="checkbox"/> Other |

EXPLANATION: Commission Approval of Special Event Permit Application by Athena's By The Sea/101 Ocean for Music By The Sea 2010, Annual, Every Saturday Night, 4:00 PM till 11:00 PM, 1 May 2010 through 30 April 2011.

STAFF RECOMMENDATION: See attached Memorandum Dated 16 April 2010

BOARD/COMMITTEE RECOMMENDATION: N/A

FISCAL IMPACT AND APPROPRIATION OF FUNDS: N/A


- | | |
|---|--|
| <input type="checkbox"/> Amount \$ _____ | <input type="checkbox"/> Acct # _____ |
| <input type="checkbox"/> Transfer of funds required | <input type="checkbox"/> From Acct # _____ |
| <input type="checkbox"/> Bid | <input type="checkbox"/> Grant <input type="checkbox"/> Amount represents matching funds |

Town Attorney review required

☐ Yes ☒ NoTown Manager's Initials: JO

Town of Lauderdale-By-The-Sea Administration

MEMORANDUM

Date: 16 April 2010
To: Esther Colon, Town Manager
From: John Olinzock, Assistant Town Manager 
Re: Special Event Permit Application
Music By The Sea 2010, Annual – Athena By The Sea, 101 Ocean
Every Saturday Night, 4:00 PM till 11:00 PM, 1 May 2010 thru 30 April 2011

I have solicited review of the attached special event application from BSO Police, Development Services, and Parking Enforcement (reviews attached). The Town Commission must consider the following items:

- Applicant is requesting event to be every Saturday for a one (1) year period.
- Town Commission must waive the Code requirement of submission of application sixty (60) days prior to the event. Application was received thirty (30) days prior to the event.
- Applicants must provide a minimum of two (2) detail deputies by BSO Police to provide security during the event.
- Both applicants must provide evidence of compliance with State Division of Alcoholic Beverages and Tobacco for extension of premises to Town Administration.
- Permit should be conditioned that alcoholic beverages be maintained within the permitted area of the event, per Municipal Code section 14-2, allowing for enforcement of the Town open container ordinance.
- Both applicants must provide certificates of insurance to Town Administration.
- Applicants must provide evidence of building permits for all tents, canopies, stages, and temporary electrical wiring as required by all Florida Building Code before issuance of special event permit. If inspections are required, Building Inspectors/ Code Enforcement shall issue Special Event permit just before start of event.
- All temporary electrical installations must be installed per codes, and plans submitted to Building Dept. for review and approval. Applicants must indicate source of power for the stage.
- Applicants must provide five (5) additional bathroom facilities per the Florida Building Code, in addition to the required facilities for the primary use of the existing establishments of the applicants.
- Specific requirements mandated by Fire Marshall shall be met.
- Event area to be delineated with proper barriers during event by the applicants.

- Unless waived by the Town Commission, the applicant must provide monthly payment of the parking meter fees affected by the road closure to the Town, in advance of the event. Thirteen (13) meters at \$1.00 per hour are affected from 4:00 PM till 11:00 PM equating to \$91.00.
- Any signage placed by applicant promoting the event shall not obstruct rights-of-way or obstruct safe sight vision lines, and shall comply with Town Code. The Town Commission must specifically authorize any exceptions to signs or use of banners. Signage and banners placed on State roadways must comply with FDOT requirements.
- Trash receptacles shall be placed and removed by applicant at various locations within the area of the event. Trash removal is responsibility of applicant.

Please let me know if you have any additional questions.




Pride in Service with Integrity

INTERNAL MEMO

Date: April 2, 2010

To: Mr. John Olinzock
Assistant Town Manager
Lauderdale-by-the-Sea

From: Chief Oscar Llerena 
Lauderdale-by-the-Sea District
Broward Sheriff's Office

Subj: Special Event Permit – Music by the Sea

I have reviewed the Special Event Permit Application for the Music by the Sea events from 1 MAY 2010 through 30 APR 2011.

No specific issues of concern related to law enforcement or traffic control are noted relating to this event.

We recommend the continued use of two (2) off-duty detail deputies for traffic and crowd control during this special event.

Please contact me if you require additional information.

INTEROFFICE MEMORANDUM

TO: JOHN OLINZOCK, ASSISTANT TOWN MANAGER
FROM: JEFF BOWMAN, DEVELOPMENT SERVICES DIRECTOR. *JB*
SUBJECT: SPECIAL EVENT PERMIT APPLICATION (MUSIC BY THE SEA -ATHENA AND 101 COMMERCIAL)
DATE: 4/15/2010

The permit application for the event listed above was reviewed by Development Services staff and has concluded the following:

1. Banner sign requires a temporary sign permit.
2. How many bathroom facilities will be offered to the public or will temporary facilities be provided. (FBC 403.1)

Required for 200 spectators @ 100 Male and 100 Female:

1 per 75 for Males = 2

1 per 40 for Females = 3

The facilities allocated must not be the required facilities for the primary use of the existing establishment. Provide portable facilities to meet this requirement if applicable. A notarized letter authorizing the use of none required facilities of other establishments within or near the event area is also acceptable.

3. Indicate on the site plan where the four (4) pop-up tents will be located.
4. Provide details of electrical wiring for stage or if extension cords will be used they must not pose a hazard and be secured so as not to pose a hazard.
5. Certificate of Insurance required.
6. Permit for extension of premise required for the sale of alcohol for all establishments serving alcohol.
7. Barriers along the south side of the event area must also be provided to protect patrons from traffic and to avoid alcohol consumption outside the event area.
8. Provide additional waste receptacles. The applicant at the end of the event shall empty the Towns waste receptacles within the event area.
9. Applicant must maintain two (2) exits within the event area.

10. Applicant must maintain a 2A ABC fire extinguisher at each bar and one at the stage.
11. No fire works are permitted.

Town of Lauderdale-By-The-Sea
Administration

MEMORANDUM

Date: 01 April 2010

To: Oscar Llerena, BSO District 13 Chief
Jeff Bowman, Development Services Director
Joan Garrett, Parking Enforcement Supervisor

From: John Olinzock, Assistant Town Manager *JO*

Re: Special Event Permit Application
Music by the Sea 2010 - Athena by the Sea - 101 Ocean
Every Saturday Night, 4:00 PM till 11:00 PM, 1 May 2010 thru 30 April 2011

Please find attached the referenced application for your review. Provide me written recommendation as soon as permissible so that application may be placed on a future Town Commission agenda for approval

Please let me know if you require further information.

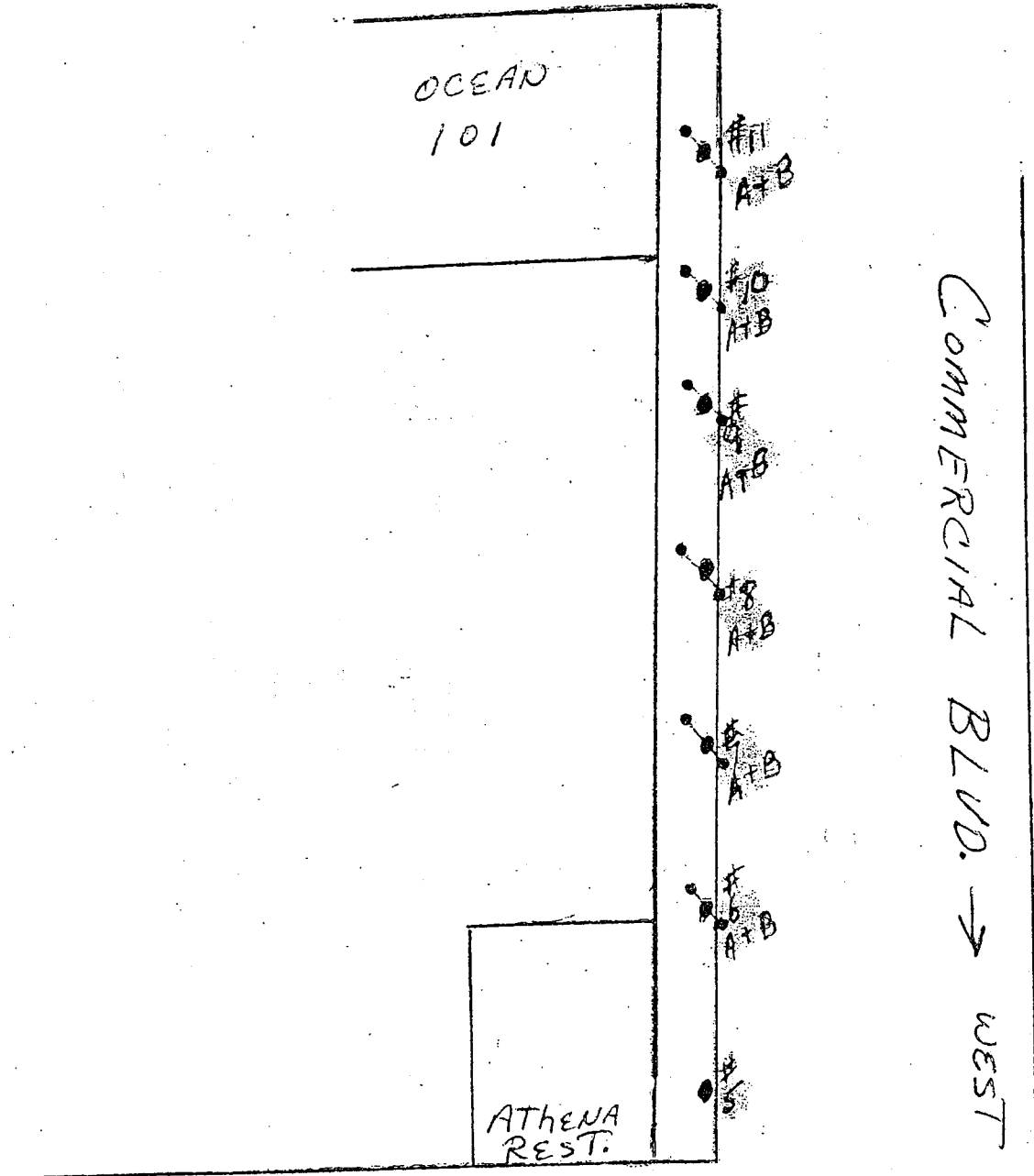
Attachment - Special Events Application

*In reviewing Special Event Music by the Sea 2010
the Applicant has to pay for (13) meters
for (7) hours at \$1.00 per hour. See map attached.
No other parking problems found.
J. Garrett
4/2/10*

100 COMMERCIAL NORTH SIDE

EL MAR DR.

SOUTH →



12 meters


D. J.

Town of Lauderdale-By-The-Sea
Administration

MEMORANDUM

Date: 01 April 2010

To: Oscar Llerena, BSO District 13 Chief
Jeff Bowman, Development Services Director
Joan Garrett, Parking Enforcement Supervisor

From: John Olinzock, Assistant Town Manager 

Re: Special Event Permit Application
Music by the Sea 2010 – Athena by the Sea – 101 Ocean
Every Saturday Night, 4:00 PM till 11:00 PM, 1 May 2010 thru 30 April 2011

Please find attached the referenced application for your review. Provide me written recommendation as soon as permissible so that application may be placed on a future Town Commission agenda for approval

Please let me know if you require further information.

Attachment – Special Events Application



SPECIAL EVENTS APPLICATION

This completed application must be submitted with a \$100 application fee to: Town Manager's Office, Town Hall, 4501 Ocean Drive, Lauderdale-By-The-Sea, Florida 33308-3610, for approval 60 days prior to the date of the event (an approved certificate of liability insurance must be received 30 days prior to the event date.)

This application is available on the Town website at www.lauderdalebythesea-fl.gov.

Phone : (954) 776-0576

Fax : (954) 776-1857

30
1 APR 10

LAUDERDALE-BY-THE-SEA
RECEIVED
APR - 1 2010
PLCP DIVISION

All special event applications are subject to approval of the Town Commission. The Special Event Permit, when issued may state conditions which must be met for the event to be held. The applicant shall be responsible for securing and paying for all licenses, and permits required by any governmental agency having jurisdiction, providing the Town evidence of all required insurances, and providing evidence of organization and/or charity.

1. Name of event: Music by the Sea
2. Day and date of event: SATURDAY NIGHTS
5/1/10 - 4/30/11 New event ☐ Returning event ☒
3. Location where event will be held: Commercial Blvd westbound between Elmar + Ocean Dr.
4. Description of Event: Musical Event
5. Name and address of sponsor or hosting organization Athena By the Sea / 101 Ocean
4400 Ocean Dr CBTS, FL 33308
6. Name(s) of local contact person(s) who will be present each day of the event:
LOUIS MARCHELLO
Mailing address: 4400 Ocean Dr CBTS FL 33308
Daytime phone#: 954 771-2900 Evening phone#: — Mobile phone#: 954 465-7934
Email: EMARCHELLO@aol.com Fax#: —
7. What is the actual beginning and ending time of the event? 6 - 11pm
Start of set-up time? 4:30 pm End of tear-down time? 11:30 pm
8. What type of audience is the event planned for? Families, Locals
9. How many participants do you anticipate? 200 spectators? — adult volunteers? —
10. Are there fees for the participants or spectators? N Will fees be collected on-site? N

OFF DUTY POLICE/CODE COMPLIANCE OFFICERS

Off duty police officers are required for street closures, events with alcohol, or large crowds, as determined by the Sheriff's Department. Applicant is responsible for additional code compliance officers to ensure compliance with Town codes.

16. Do you anticipate hiring off duty police/code compliance officers for your event? Yes ☒ No ☐

ANIMALS

17. Any exhibition or similar undertaking in which animals are required to participate in performances for the amusement or entertainment of an audience is subject to Town Commission approval. Are animals included in your event? Yes ☐ No ☒

SOUND SYSTEMS

18. Request to use amplified sound on public property the following is requested:
☒ Amplified sound/speaker system ☒ Live music ☐ Recorded music

CLEAN UP AND TRASH REMOVAL

Clean up of the event area immediately following the event, including trash removal, is the responsibility of the applicant.

19. Please name the contractor or organization, including phone number who is responsible for:

Clean up of the event site: Athena B+ the SEA / 101 Ocean

Removal of trash from the event site: Athena B+ the SEA / 101 Ocean

TOWN UTILITIES

Electrical power and/or water supply is the responsibility of the applicant. A fee is required, paid in advance, to use Town utilities. Indicate generators and fuel storage locations on the detailed site plan.

20. Will the event require the following on public property?

☒ Electrical power-Describe use: _____

☒ Water - Describe use: _____

VEHICLES ON PARK GROUNDS

21. Vehicles are not allowed to drive or park randomly on the turf of Town property or park grounds due to extensive underground irrigation systems that sustain damage when vehicles drive across them.

DETAILED SITE PLAN (required)

11. A detailed site plan must be included with the application. Draw a plan on page 6 or attach separately to this application. Identify any street closures or public parking areas affected. Briefly describe the proposed route for parades, runs, walks, etc and include route on detailed site plan.

See map

STREET CLOSURES

12. Are you requesting that any public streets be closed for the event? Yes ☒ No ☐

If yes, indicate the streets and blocks and times the closure is requested:

Commercial Northend between Elmar + Commercial

TRAFFIC CONTROL/BARRICADES

A traffic control contractor may be required for events which require barricades or traffic control signage.

13. Please list your traffic control contractor, if applicable: BSO Detail officers

VEHICLE LOADING/UNLOADING

14. Are you requesting that vehicles be permitted to load/unload in non-metered areas? ☒

If yes, please indicate the location and times loading and unloading would occur: _____

PARKING

Include detailed site plan indicating how on and off street parking will be accommodated. Information on signage must include location, colors, size and number of signs. Indicate signage to be placed in any right of way that directs traffic to the event and their approximate size. If you are requesting that vehicles be permitted to drive or park on Town property, please indicate the type(s) of vehicles, the locations, and times they would be parked. Applicant shall be responsible for restoration of any damage to Town property

15. Are you requesting use of Town parking meter spaces for the event? Yes ☒ No ☐

If yes, provide the meter numbers on the site plan and purpose for which they will be used.

Unless the parking meter fees are waived by the Town Commission, all fees must be paid at the beginning of the month of the event.

SIGNAGE

Will signs be erected for the event? Yes ☒ No ☐ Number of signs 1 Size 12 sq.ft.

Location of signs ON median between trees

Locate signs on detailed site plan.

RESTROOMS (refer to item #9)

22. Will additional restroom facilities be brought to the event site? N If yes, how many? _____

A Broward County permit is required for portable toilets. The number of portable toilets required for events with fewer than 1500 participants is as follows; 1 toilet per 75 males, 1 per 40 females. Ratio of male to female is 50/50. Separate male and female handicap accessible restrooms are required. Business locations that exceed the required # of restroom facilities may count the extra facilities toward calculating the total number required. For additional information, please contact the Building Department at 954-492-1830.

TENTS/CANOPIES/STAGES

Tents, canopies (larger than 120 sq.ft. or multiple tents without separation) and stages require a Broward County Permit, contact Broward County.

23. Please indicate if any of the following will be assembled at the event and locate on the site plan.

_____ Tent (size: _____ x _____) 4 Pop Up Canopy (size 10 x 10) _____ Stages _____ Bleachers

The use of tents requires a review by the LBTS Fire Marshal, with approval labels attached to the tents and canopies. Tents are generally defined as temporary structures having two or more sidewalls or drops. Rental agencies must provide documentation of the flame spread labeling for submittal with application. Stages and bleachers must include product approvals that are supplied by the manufacturer.

FIREWORKS (Fireworks require a separate permit approval process and application)

24. Are you requesting approval to discharge fireworks at the event? Yes _____ No N

FOOD

25. Will food be served at the event? Yes ✓ No _____ If yes, is the food provided:

Free of charge _____ Available for purchase ✓ Non-Profit _____ For profit _____

Please list the types of food you are serving: Atuna by the Sea / 101 Ocean Menu

Cooking Equipment: Fryers? _____ Charcoal Grills? _____ Propane Grills? _____ Concession trailers? _____

Open fires? _____ Warmers? _____ Sterno? _____ Smokers? _____ Hoods? _____ Refrigerators? _____

Are you requesting approval to offer other items for sale at the event? Yes _____ No N

List other items _____

EVENT CONTRACTOR

26. Please name your event contractor, if applicable: Louis Marchols

ALCOHOL

27. Are you requesting that alcohol be served or sold at the event? Yes

If yes, please provide copy of appropriate State license.

PERMISSION OF THE PROPERTY OWNER

28. An event held on property that is not owned by the applicant requires the permission of the property owner. Include a notarized affidavit in the permit submittal including the beginning and ending dates.

RIDES (rides may require a State of Florida inspection)

29. Are rides to be included in the event? Yes _____ No X

Types: Mechanical/Electrical _____ Inflatable (bounce house etc.) _____ Manual (slides, trampolines) _____

Include a copy of the contract(s) with any provider of rides, mechanical devices and amusements.

FIREWATCH

30. If determined in the review of the application, the applicant must provide for a fire watch and/or an EMS Crew during the event. Large events or those using combustible materials may require qualified stand-by personnel and the appropriate equipment.

LICENSES

31. Copies of State and County licenses for vendors and contractors, as required.

INDEMNIFICATION

32. Applicant shall indemnify, defend and hold harmless the Town, its officers, agents and employees, from and against any and all claims, suits, actions, damages, liabilities, expenditures or causes of action of any kind arising directly or indirectly from this Special Event and resulting or accruing from any intentional act or any negligent act, omission or error of Applicant which in turn results in or relates to injuries to body, life, limb or property sustained in, about or upon the Special Event Area, and arising from the use of the Town property.

Applicant shall defend, at its sole cost and expense, any legal action, claim or proceeding instituted by any person against the Town as a result of any claim, suit or cause of action accruing or in any way arising out of this Special Event Application for injuries to body, life, limb or property as set forth above.

Applicant shall save the Town harmless from and against all judgments, orders, decrees, attorneys' fees, costs, expenses and liabilities incurred in and about any claim, and the investigation or defense of them, which maybe entered, incurred or assessed as result of the foregoing.

STATEMENT OF BENEFIT

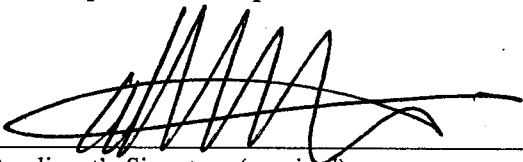
33. If the applicant is seeking sponsorship/co-sponsorship from the Town of Lauderdale-by-the-Sea, a Statement of Benefit is required by Town Code and must be submitted with application.

- - -

Insurance Certificates or Binders establishing proof of coverage of general liability insurance listing the Town of Lauderdale-By-The-Sea as additionally insured must be provided for permit to be issued.

By signing this event application, the petitioner agrees to all terms, conditions, and indemnification in this application, and understands that this application is not permission to violate any laws, ordinances or statutes. The Sheriff's Department has the authority, in the interest of the public welfare, safety, or order to terminate the event without notice. Additions and/or revisions to this application shall be submitted in writing.

The Applicant shall keep safety inspection and financial records of the event sufficient to document all revenues generated by the event. These records shall be open for audit by the Town in the event the Town acts as sponsor or co-sponsor of the event.


Applicant's Signature (required)

Louis Marchelos
Applicant's Printed Name and Title/Organization

3/25/10
Date

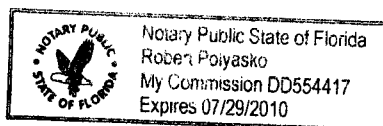
954 465-7934
Telephone Number

STATE OF FLORIDA:
COUNTY OF BROWARD:

SWORN TO AND SUBSCRIBED BEFORE ME, a Notary Public of the State of Florida,
by LOUIS MARCHELOS who is personally known to me/provided _____ as
identification and who did/did not take an oath.

My Commission Expires:


Notary Public, State of Florida



SITE PLAN DETAILS

Site plans often do not include details that are necessary to issue a permit and delays are caused by rejections of initial applications. The following details are intended to be a guide to assist you in developing a site plan. A current survey of the property is most helpful. If a survey is not available a drawing depicting the area of the event should include these details, as necessary. More than a one page site plan may be included in your application if details of specific areas are important to your event.

- Cooking Areas (cooking areas may need to be separated from public areas with fences or barricades)
- Canopy locations (include the use, such as shelter or vending and the size of the canopy)
- Tent locations (sales, food service, etc. Large tents will require illuminated exit signs and fire extinguishers)
- Fuel Storage and dispensing areas
- Vendor locations (booths or tables and approximate size)
- Fire lanes (emergency access for fire equipment and EMS)
- Trailers on site (sleeping facilities, service trailers, displays, etc.)
- Hazards at the site (ditches, construction areas, obstructions to pedestrian traffic, bodies of water)
- Fire Extinguishers
- Generators
- EMS stand-by or Fire watch areas (include first aid stations)
- Fences barriers and gates
- Locate electrical equipment, permanent and temporary (temporary electrical installation will be to code)
- Rides, demonstrations, performance areas and stages
- Traffic routing and road closures
- Parking areas
- Trash receptacles
- Smoking and No Smoking areas
- Dimensions (to determine if available site will support all of the proposed activities)
- Pedestrian walkways
- Fences and gates
- Ticket Kiosks
- Access Control points
- Signage

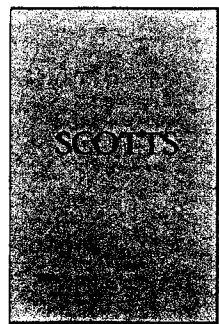
DETAILED SITE PLAN

A detailed map of the event site **MUST** be drawn here or attached to this application.

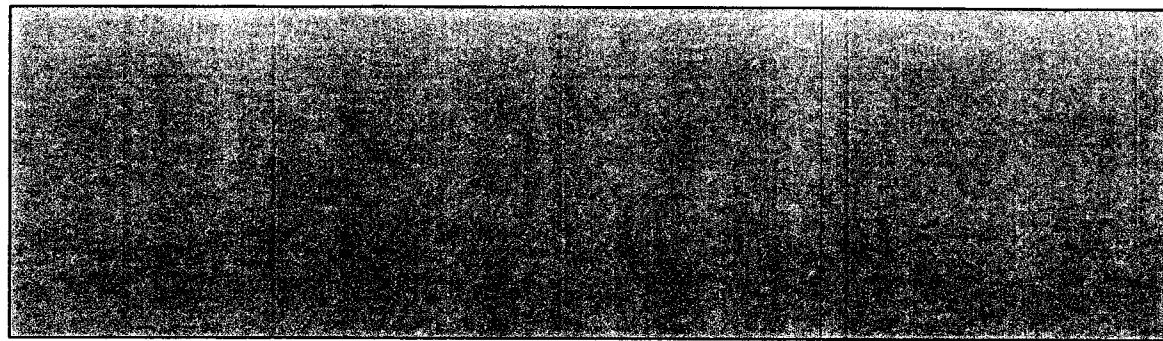
The following must be identified and labeled:

- | | |
|--|---|
| 1. The site of the event (label streets, etc.) | 6. Canopies, tents, stages |
| 2. Routes for races, parades, etc. →→→ | 7. Alcohol serving/consuming areas |
| 3. Fencing (if known) X—X—X | 8. Barricades (if known) |
| 4. First aid facilities + | 9. Off duty police officers (if known) |
| 5. Restroom facilities (incl. portable) | 10. Rides and Amusements |
| 6. Parking (location and number of spaces) | 12. Signs (location, size, color and wording) |

See map



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PRIMARY SET UP PLAN

COMMERCIAL BOULEVARD

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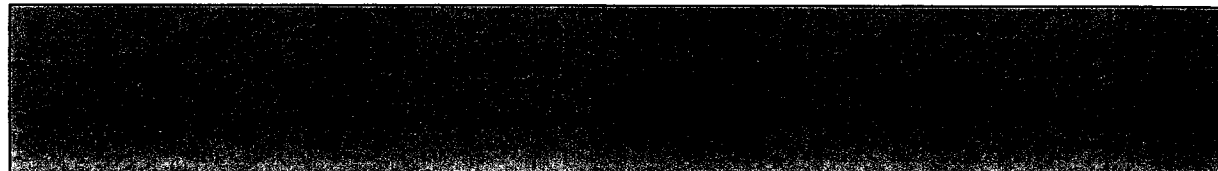
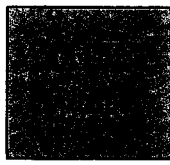
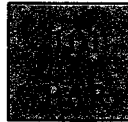
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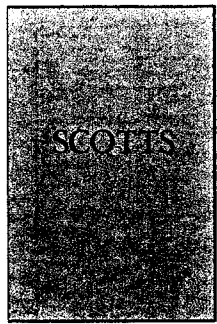
MEDIAN

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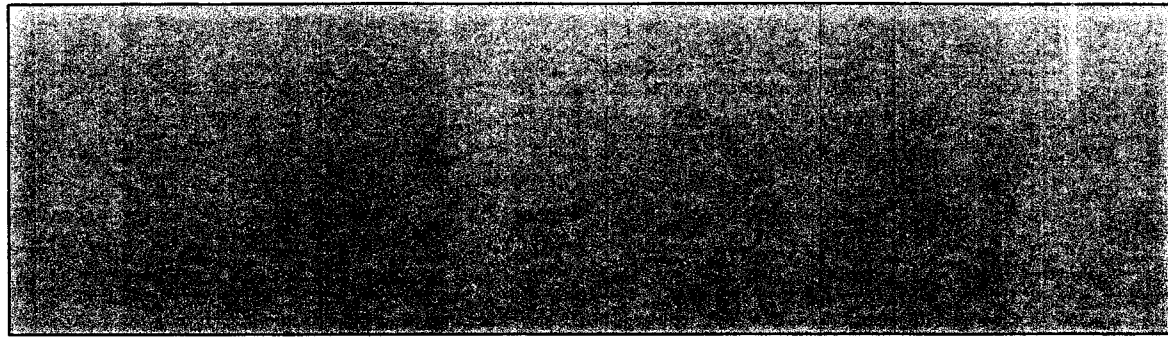




SCOTT'S



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Alternate Plan in new
101 ocean does not participate



COMMERCIAL BOULEVARD

MEDIAN



MEDIAN

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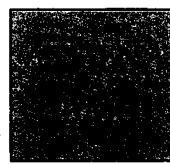
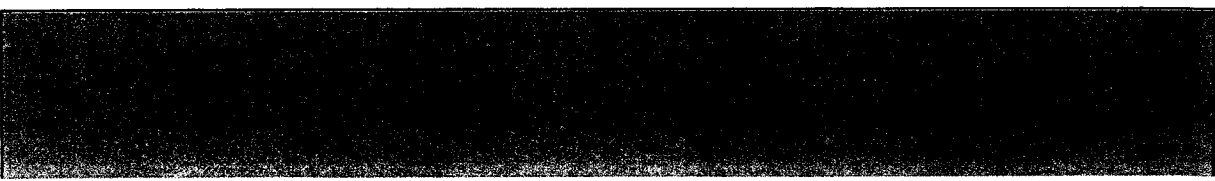


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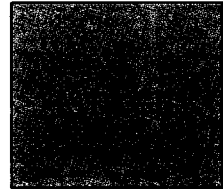


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TOWN OF LAUDERDALE-BY-THE-SEA
 4501 Ocean Drive
 Lauderdale-By-The-Sea, Florida 33308-3610
 Telephone (954) 776-0576 • Fax (954) 776-0094

Nº 09702

DATE 3.26.10

RECEIVED FROM Athena BTSEA

\$ 100.00

FOR One hundred

FOR Special Events App.

AMOUNT OF ACCOUNT \$ _____

AMOUNT PAID \$ _____

BALANCE DUE \$ _____

DOLLARS
☐ CASH
☒ CHECK
☐ M.O.
☐ CREDIT CARD

Thank You!
 BY Karen

**ATHENA BY THE SEA CORP
 OPERATING ACCOUNT**
 4400 N OCEAN DR
 LAUDERDALE BY THE SEA, FL 33308-3609


679
 63-215/631

PAY TO THE ORDER OF Town of LBT

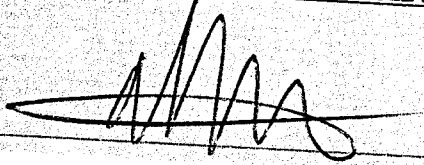
DATE 3/22/10

One Hundred \$ 100.00

DOLLARS

 **SUNTRUST** ACH RT 061000104

FOR Much, to Sea



MP